



Protocols and Procedures



Aim

The Harrison School ICT Acceptable Use Policy, 2013, is aimed at supporting development of students who are aware of their rights and responsibilities in using ICT, and of their role in being a responsible digital citizen. As part of the policy, students will be required to submit some form of evidence that they are aware of the policy and its penalties, aware of the potential risks of internet use and how to lessen these, but also aware of the benefits that access to this technology can provide.

We aim to have students who are aware of their digital footprint and seek to control and mould it into a tool for their success in the future.

Context

This protocol applies to all student users of Harrison School Information and Communication Technology (ICT) resources. ICT resources encompass the electronic hardware and software of the Harrison School computer network and all devices that access the Harrison School computer network and the Internet. The Harrison values of Care, Respect, Fair Go, Acceptance, Team Work and Inclusion underpin all ICT related activities at Harrison School.

Harrison School's ICT resources are provided to enable the School's core business of education in a global society to operate efficiently and effectively, and as such, it should be used for educational purposes, with personal usage kept to a minimum. It should not be used for unauthorised business or inappropriate purposes. Uses of Harrison School's ICT resources which harm the reputation of the school or its community members, breach School protocols or Federal or State laws, may result in severe sanctions.

Students will be asked to sign an agreement that relates to this ICT Protocols and Procedures document. In doing so, students agree to use the Harrison School ICT resources appropriately, responsibly and ethically.

Safe and Responsible Use

Harrison School believes the teaching of cybersafe and responsible use of digital technologies is essential in the lives of students and is best taught in partnership between home and school. Safe and responsible behaviour in relation to ICT use is explicitly taught and modelled at our school and is always expected. 21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

The wireless capacity of laptops, Mac Books and iPads enables easy access to the Internet for learning activities and the ability to connect with peers to communicate and collaborate. With this increased capacity to connect comes an increased need for students to understand the ethical and legal (including privacy and copyright) considerations for safe and responsible behaviour online. Some online activities are illegal, and if evidence of these activities is found, it will be reported to police.

It is unacceptable to browse inappropriate web sites that have unacceptable content. Material that is fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate must not be downloaded from the Internet or stored or displayed on any digital device.

Protocols and Procedures***Logging or Monitoring***

To protect students from unsuitable content, website filters and blocking software operate on the Harrison school network. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

Students should be aware that in accordance with ACT and Commonwealth legislation, all activity on the ACT Education and Training Directorate (ACTETD) ICT resources is continuously monitored and audited and these records are archived. If necessary these records can be used as evidence in any legal or disciplinary action. Content will be periodically checked and learning activities supervised.

iPads and other Portable Devices

iPads and other portable devices are valuable tools for learning. When not in use, these devices should be kept secure and out of sight. Students should always carry their iPads in their schoolbag when travelling to and from school.

iPads purchased by the school for use by students will be synced by the school to ensure Apps required for learning activities are available on each device. When using these devices students should not download or install Apps, music or videos without the permission of their teacher. Students are not to use their own iTunes accounts to access or install Apps or download music or videos. Any content downloaded or installed in this manner will be erased from the device when it is synced with the Harrison School account.

Parents may wish to purchase an iPad for their child independent of the school. Use of personal iPads at Harrison School will be for school work or for communication about learning and is bound by the Harrison School ICT Protocols and Procedures document and must be part of an identified learning program. To support the use of personal iPads for learning activities at school, parents will need to purchase Apps as specified by the school for educational purposes.

School support for the safe and responsible use of digital technologies

Harrison School uses its computer network, the Internet and digital technologies as teaching, learning and communication tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly. To support this, student use of ICT resources at the school are supervised and a cybersafety unit, which may be supplemented by cybersafety presentations by the Australian Federal Police, will be completed by all students. Resources related to cybersafety are available via cybersmart.gov.au

As a school we:

- use this document to outline the values of the school and expected behaviours when students use ICT resources
- provide a filtered Internet service
- model appropriate use of the Harrison School computer network and work with students to highlight and reinforce the expected behaviours when using digital technologies
- provide supervision and direction when using digital technologies for learning, including online activities
- support students in developing digital literacy skills
- teach students about cybersafety and clearly articulate the school's expectations of responsible behaviours when using ICT resources
- have a cybersafety officer to support students, parents and teachers in safe and acceptable use of ICT resources
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers through information evenings and through this document



Student responsibilities for use of digital devices and the Harrison School ICT resources:

- Users of the Harrison School ICT resources must accept responsibility for knowing the content of this Harrison School ICT Protocols and Procedures document and must agree to abide by it by signing the Acceptable Use Agreement form.
- Each user is responsible for his/her password and it is not to be shared. If a student believes someone else knows their password, it should be changed immediately.
- Each user is responsible for their use of Harrison School ICT resources.
- Each user is responsible for any content created or accessed through their logon.
- Digital devices may never be used in change rooms or toilets.
- To support before school, recess and lunch times being designated as “Unplug and Play” times personal electronic devices are not to be used on the playground.
- Each user is responsible for taking appropriate care of Harrison ICT resources.
- Each student is responsible for the safety and security of their personal digital devices. Students are strongly discouraged from sharing or loaning their personal digital devices to other students.
- Damaged or broken ICT resources should be reported to class teachers as soon as they are noticed.
- Any observed inappropriate use of Harrison School ICT resources should be reported to class teachers as soon as possible.
- Users are not to record or video others without permission. If permission is given it must be recorded by the class teacher.

Actions

- Alleged inappropriate use of the ICT resources may be reviewed by the appropriate Executive Teacher or representative and may lead to disciplinary action or referral to the Police.
- Teachers and other staff may ask you to stop using any ICT resources at any time.
- Students may lose the right to access ICT resources at Harrison School for a specified period of time.
- If students do not use digital devices as outlined in this document they may be asked to surrender the device for collection after school or by a parent/carer.
- A meeting will be held with parents to revisit the appropriate use agreement.
- Access to online learning may be limited to classroom PCs.

Acknowledgements

- ACT Education and Training Directorate Acceptable Use of Information Technology (IT) Resources Statement
- Ivanhoe Grammar School Acceptable Use Policy
- Victorian Department of Education and Early Childhood Development Acceptable Use Agreement template
- Radford School Acceptable Use Agreement